



DELAWARE VALLEY LEGACY FUND EXECUTIVE DIRECTOR POSITION DESCRIPTION

Position Title: Executive Director

Reports to: President, Board of Directors

Mission: The Delaware Valley Legacy Fund (DVLf) strives to increase philanthropy and grantmaking to support the community needs of the gay, lesbian, bisexual, transgender, intersex (LGBTI) and straight-allied communities. DVLf advances philanthropy for the LGBTI community through endowment building, fundraising, community outreach and education.

Since our founding in 1993, DVLf has created a donor-advised endowment fund at The Philadelphia Foundation, which generates revenue for grantmaking. Our endowment now stands at over \$800,000. Moreover, in order to promote awareness of our endowment DVLf encourages estate planning and bequest gifts from the LGBTI and straight-allied communities. Over 45 people have already pledged future bequest gifts to DVLf's endowment, with a conservative estimated value of \$8 million.

Position Summary: The Executive Director of the Delaware Valley Legacy Fund (DVLf) works with the President and Board of Directors of DVLf in a leadership role to identify, cultivate and build relationships with potential donors, funders, and professional financial advisors by raising awareness of the Fund in the LGBTI community. The Executive Director will provide high-quality service to current and prospective donors, and their respective advisors, with the goal of raising operating funds and increasing the endowed assets of the Fund through both current giving and through deferred giving. This is a full-time position with a salary commensurate with experience. Benefits include a health care allowance, paid holidays and sick leave.

Fundraising and Asset Development

- The Executive Director must fundraise the entire budget for the organization and take the lead in the development and implementation of strategies, plans, and procedures for increasing the asset size of DVLf (Operational, Endowment, Legacy Society, Scholarships, and other Donor-Advised Funds) and enhancing DVLf's financial security and flexibility.
- Support signature fundraising events throughout the year as needed.
- Manage and cultivate challenge grant opportunities throughout the year.
- Maintain and cultivate Barbara Gittings Circle Donors, individual and corporate and Legacy Society Members.
- Develop, maintain, and conduct a planned giving program for the LGBT community (DVLf's Legacy Society) to grow assets and pipeline gifts.
- Identify and establish a revenue-generating process to provide technical assistance to organizations in the LGBT and straight-allied community.

Organizational Management and Board Relations

- Develop and maintain solid, collaborative working relations with the board, committees and advisory council members and provide them with the information and guidance necessary to make informed decisions.
- Work with DVLF Board to implement the strategic direction, and work to develop and define the Board's role, educating board members to the importance of their role in asset development.
- Manage the financial and budget operating practices of DVLF
- Manage the day-to-day operations of the organization including organizational administration, operational policies and procedures, and volunteer management and development to ensure organizational excellence.

SKILLS: A successful candidate will possess:

- Masters degree in a humanities discipline, Master of Public Administration, or Master of Business Administration; other combinations of experience and formal education that meet the minimum qualifications may be substituted
- Minimum of 3 years successful experience in donor cultivation, grant writing, marketing, contracts management and special events, preferably for a not-for-profit organization.
- Comprehensive understanding of the social, economic, cultural, and political contexts in which the LGBTI community exists and the ability to cultivate and build relationships throughout all communities
- Financial management experience including budget development and oversight; financial reporting
- Willingness to work outside the strict job description parameters and think creatively about how to fulfill the multi-faceted job description
- Demonstrated interpersonal skills and ability to develop relationships with key external contacts
- Ability to raise funds from diverse sources, including major gifts from individuals, foundations, corporations and government agencies
- Ability to develop relationships with corporate executives
- Ability to lead and manage large-scale projects and a demonstrated poise and grace under pressure

Delaware Valley Legacy Fund is an equal opportunity employer. Employment will depend on successful completion of a background check, including credit, drug screening, criminal check, and driving history.

For consideration, interested applicants should submit a cover letter, salary range, resume and references electronically to: info@dvlf.org or via first class mail to:

1234 Market Street, Suite 1800, Philadelphia, PA 19107 t: 215 563 6417 f: 215 563 6882
www.dvlf.org

Delaware Valley Legacy Fund
c/o Ms. Sandra Thompson, Interim Co-Executive Director
1234 Market Street, Suite 1800
Philadelphia, PA 19107
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Fax: 215.563.6882
www.dvlf.org

Applications will be accepted through February 27, 2010. We intend to complete interviews with finalists and hope to extend an offer by May 1st.